

APPLICATION  
MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



**Variance Application to the Monroe County Planning Commission**

**An application must be deemed complete and in compliance with the Monroe County Code by the Staff prior to the item being scheduled for review**

Planning Commission Variance Application Fee: \$1,608.00

*In addition to the application fee, the following fees also apply:*

Advertising Costs: \$245.00

Surrounding Property Owner Notification: \$3.00 for each property owner required to be noticed

**Date of Submittal:**           /        /         
                                    Month    Day    Year

**Property Owner:**

**Agent (if applicable):**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**Legal Description of Property:**

(If in metes and bounds, attach legal description on separate sheet)

\_\_\_\_\_  
Block                      Lot                      Subdivision                      Key

\_\_\_\_\_  
Real Estate (RE) Number                      Alternate Key Number

\_\_\_\_\_  
Street Address (Street, City, State, Zip Code)                      Approximate Mile Marker

## APPLICATION

**Land Use District Designation(s):** \_\_\_\_\_

**Present Land Use of the Property:** \_\_\_\_\_

**Total Land Area:** \_\_\_\_\_

**Please provide the standard required by the land development regulations:** \_\_\_\_\_  
(i.e. front yard setback of 25 feet, 100 off-street parking spaces, etc.)

**Please provide that requested:** \_\_\_\_\_  
(i.e. front yard setback of 10 feet, 70 off-street parking spaces, etc.)

**All of the following standards must be met in order to receive variance approval. Please describe how each standard shall be met.**

- 1) The applicant shall demonstrate a showing of good and sufficient cause:

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- 2) Failure to grant the variance would result in exceptional hardship to the applicant:

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- 3) Granting the variance will not result in increased public expenses, create a threat to public health and safety, create a public nuisance or cause fraud or victimization of the public:

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- 4) Property has unique or peculiar circumstances, which apply to this property, but which do not apply to other properties in the same zoning district:

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- 5) Granting the variance will not give the applicant any special privilege denied other properties in the immediate neighborhood in terms of the provisions of this chapter or established development patterns:

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## APPLICATION

- 6) Granting the variance is not based on disabilities, handicaps or health of the applicant or members of his family:

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- 7) Granting the variance is not based on the domestic difficulties of the applicant or his family:

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- 8) The variance is the minimum necessary to provide relief to the applicant:

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**All of the following must be submitted in order to have a complete application submittal:**

(Please check as you attach each required item to the application)

- ☐ **Complete variance application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources);
- ☐ **Proof of ownership** (i.e. Warranty Deed);
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser;**
- ☐ **Location map;**
- ☐ **Photograph(s) of site from adjacent roadway(s);**
- ☐ **Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor – 16 sets** (at a minimum, survey should include elevations; location and dimensions of all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage by land use district; and total acreage by habitat);
- ☐ **Signed and Sealed Site Plans, prepared by a Florida registered architect, engineer or landscape architect– 16 sets** (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale). At a minimum, the site plan should include the following:
  - ☐ Date, north point and graphic scale;
  - ☐ Boundary lines of site, including all property lines and mean high-water lines;
  - ☐ Land use district of site and any adjacent land use districts;
  - ☐ Locations and dimensions of all existing and proposed structures and drives;
  - ☐ Type of ground cover (i.e. concrete, asphalt, grass, rock);
  - ☐ Adjacent roadways;
  - ☐ Setbacks as required by the land development regulations;
  - ☐ Location and dimensions of all parking spaces (including handicap accessible, bicycle and scooter) and loading zones;
- ☐ **Typed name and address mailing labels of all property owners within a 300 foot radius of the property.** This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included;

## APPLICATION

**If applicable, the following must be submitted in order to have a complete application submittal:**

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.